



# Budget Request Instructions State Agency

Kay Ivey

Governor

FY2021



STATE OF ALABAMA  
Department of Finance  
Executive Budget Office



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September 16, 2019

**MEMORANDUM**

**TO:** All State Departments, Boards, Bureaus, Commissions, Agencies, and Offices  
**FROM:** Doryan Carlton, Assistant State Budget Officer  
**RE:** FY 2021 Budget Request

In order to develop the Governor's Budget for FY 2021 and meet the statutory requirements of the Budget Management Act, Section 41-19-1 et. seq., *Code of Alabama 1975*, it is necessary that each agency submits an annual budget request to the Executive Budget Office (EBO).

The State of Alabama Accounting and Resource System (STAARS) Performance Budgeting is the computer program application that is required to be used for submitting the Budget Request to EBO. STAARS Performance Budgeting will be accessible online starting October 1, 2019. **Contact STAARS Helpdesk immediately if you do not have a user ID and password.** The EBO Budget Request Instructions for developing your request and the STAARS Budgeting Manual for system user instructions are both available at EBO's website: <http://budget.alabama.gov>.

The due date for EBO Budget Requests, as set by law, is Friday, November 1, 2019. Please read the EBO Budget Request Instructions regarding the requirement to submit attachments by uploading them through STAARS Performance Budgeting. All approvals will be applied electronically through STAARS Performance Budgeting. If your submission is not received by the due date, we cannot guarantee its inclusion in the Governor's Executive Budget.

Contact your assigned budget analyst at (334) 242-7230 for assistance with budget development questions. Contact STAARS Helpdesk at (334) 353-9000 or [financialsystems@comptroller.alabama.gov](mailto:financialsystems@comptroller.alabama.gov) for assistance with the STAARS application system.

As we continue our endeavor to provide quality and efficient processes, please help us by bringing any critical issues to our attention that prevent you from using our systems to submit your Budget Request information.

DC/lml

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## SUBMITTING THE BUDGET REQUEST

The purpose of this instruction guide is to provide information needed to develop the Budget Request for submission. Contact your assigned budget analyst at (334) 242-7230 for assistance with budget development questions.

The State of Alabama Accounting and Resource System (STAARS) Performance Budgeting is the computer program application that is used to submit the completed Budget Request. Contact STAARS Helpdesk at (334) 353-9000 or [Financialsystems@comptroller.alabama.gov](mailto:Financialsystems@comptroller.alabama.gov) for assistance with the STAARS application system.

1. **Due Date** – The due date for budget request packages as set by law is November 1st of each year. The FY 2021 budget request packages will be **due Friday, November 1, 2019**. (§ 41-4-84, Code of Alabama 1975).
2. **EBO Website Resources** – These Budget Request Instructions for State Agencies, as well as information about EBO and state finances, are located at <http://budget.alabama.gov>. Downloadable EBO Excel® spreadsheets also remain available to aid in calculation and preparation if desired. However, you will **NOT** use these forms for submission. Budget Requests are required to be submitted using the STAARS Budgeting application and will be accepted **ONLY** through STAARS Budgeting.
3. **STAARS Budgeting Access and Instructions** – STAARS Budgeting will be accessible online starting October 1, 2019. Contact STAARS Helpdesk **immediately** if you do not have a user ID and password. Access links and instruction manuals for submission using STAARS Budgeting are available at the following sites:
  - STAARS Budgeting manuals: <http://budget.alabama.gov>
  - STAARS Budgeting application link: <https://budget.staars.alabama.gov>
  - STAARS infoAdvantage Reporting: <https://staarsinfo.alabama.gov/BOE/BI>
4. **Attachments to Budget Request** – **Do not** mail or email any documents to EBO to include with the Budget Request. Attachments must be submitted electronically inside STAARS Budgeting using the Document Management tab in Forms 1 and 3 only.
5. **LSA Copies** – Please send a copy of the Budget Request, as well as any **revised or corrected versions**, to the Legislative Services Agency (LSA) using the following dedicated email address: [budgetrequests@lsa.state.al.us](mailto:budgetrequests@lsa.state.al.us).
6. **IT Form 7** – Upon completion of the requested Information Technology forms, email them directly to [infoOIT@oit.alabama.gov](mailto:infoOIT@oit.alabama.gov) and send a copy to the LSA email address above.

## GENERAL INSTRUCTIONS

1. **Reappropriations (Rollover Funds)** – Any reversions of funds that have been authorized and approved to be reappropriated are required to be reported on Form 1 and Form 5 in different ways depending upon the specific source of funds. Follow the reporting requirements for Form 1 and Form 5 in these instructions, and contact your EBO Budget Analyst if you have questions.
2. **American Recovery and Reinvestment Act of 2009 (ARRA)** – List any remaining ARRA funds on a separate line from other fund sources.
3. **BP Oil Funds** – Agencies that have received funds from BP (either as a grant or reimbursement) in FY 2019 or anticipate receiving BP funds in FY 2020 or FY 2021 should present these funds on a separate line on the EBO Forms 1 and 5, as applicable.
4. **Longevity Bonus** – The Code of Alabama 1975, Section 36-6-11, sets longevity as follows:

Years of Service	Bonus Amount
5+	\$600
10+	\$700
15+	\$800
20+	\$900
25+	\$1,000

5. **Increase-Decrease Worksheet** – STAARS Budgeting will generate an unformatted and partially completed Excel® worksheet with agency totals to use as a guide to create the fully formatted worksheet. This worksheet reconciles requested funding increases and decreases in an itemized format by major expense object as shown in the example on Page 19. The increases and decreases must match the increases and decreases on the agency summary EBO Forms 5 or 2, as applicable.
6. **Board Members Compensation** - Compensation for meetings attendance is subject to FICA withholdings, so budget for employer's match. For additional guidance, see the online Resource Manual for Alabama Regulatory Boards and Commissions designed by the Examiners of Public Accounts at <https://www.examiners.alabama.gov/PDF/Guides/ResourceManual.pdf>.
7. **Encumbrances** - Add estimated encumbrances to the estimated cash expenditures to reflect total obligations for each fiscal year.
8. **Rounding** - Round all figures to the nearest dollar, and omit all decimal points and zeros.
9. **Comptroller's Office Fees** – State Comptroller's Office fees are charged pursuant to Code Section 41-4-66. Service fees will be billed as a flat monthly amount based on the prior year's actual volume of transactions. Payments will be charged to Professional Services Object Code 0855, Comptroller Services – Charges paid to the State Comptroller for services. The 2021 annual billing amount is based on new rate calculations using 2019 STAARS transactions. Each agency should receive a memo from the Comptroller's Office that

includes the 2021 annual billing amount by June 30, 2020. If you need additional information, please contact the Comptroller's Office at 334-242-7063.

10. **OIT Fees**— Billing [rates](#) from the Office of Information Technology are included in this instruction book.
11. **SBS Fees for FY 21** – State Business Systems fees are charged based on usage and are collected to maintain and operate statewide systems (STAARS, eSTART, InfoAdvantage Reporting, GHRS, etc.). Charges will be billed monthly in arrears based on established [SBS rates](#) and are included in this instruction book.

## STAARS STATEWIDE BUDGET REPORTS

Use the reports listed below as a reference source to obtain data needed to either confirm or complete budget information. The reports can be accessed in STAARS infoAdvantage Reporting.

All agencies will be able to generate the End-of-Year (EOY) reports through STAARS InfoAdvantage. The EOY reports include all transactions recorded in STAARS during the most recently closed fiscal year and are identified as “Year End” in the heading. All EOY reports will be in one special folder (Public Folders>STAARS Financial Reports>STAARS Financial Statewide Reports>EOY Agency).

EBO FORM NAME AND COLUMN	STAARS REPORT
EBO Form 1, “Actual Receipts” Column	<b>AFIN-AR-001</b> Revenue Summary Report (Formerly A203 Detail Listing of Revenues Vs. Budget)
EBO Form 1, “Actual Expenditures” Column	<b>AFIN-BUD-004</b> Budget Management Report (Formerly P441) Includes expenditures, purchase orders and year-end encumbrances.
EBO Form 5, “Actuals” Column	<b>AFIN-BUD-004</b> Budget Management Report (Formerly P441) Includes expenditures, purchase orders and year-end encumbrances.
EBO Form 1, “Unencumbered Balance Brought Forward”	<b>AFIN-CASH-001</b> Cash Reconciliation Report (Formerly C115) Use to calculate beginning and ending cash balances for each fund.

## EXPENDITURE CATEGORIES AND PERSONNEL RATES

This section summarizes the major expenditure objects from the Chart of Accounts that will be used to prepare Budget Requests. An expanded list is published on the State Comptroller's website at <https://comptroller.alabama.gov/chart-of-accounts/>.

- 0100 Personnel Costs** - Includes payroll costs, such as regular and part-time salaries and wages, overtime earnings, law enforcement subsistence, termination costs, longevity pay, and compensation to board/commission members for attendance at official board meetings.
- 0200 Employee Benefits** - Includes employer costs for all employee fringe benefits, such as federal insurance contributions (FICA), retirement contributions, group health insurance, worker's compensation insurance, and unemployment compensation. Questions about employer's unemployment compensation expense should be directed to the Department of Labor (334-242-8830).

FICA - Social Security and Medicare Employer Contribution		
Calendar Year	Salary Base	Rate
2019	Maximum \$132,900	7.65%
2019	Over \$132,900	1.45%
2020	Maximum \$136,400 <sup>1</sup>	7.65%
2020	Over \$136,400 <sup>1</sup>	1.45%
2021	Maximum \$140,300 <sup>1</sup>	7.65%
2021	Over \$140,300 <sup>1</sup>	1.45%

EMPLOYER HEALTH INSURANCE CONTRIBUTION		
Plan	FY2020 Monthly Rate Per Employee	FY2021 Monthly Rate Per Employee
SEIB	\$930	\$930 <sup>2</sup>
PEEHIB	\$800	\$800

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<sup>1</sup> Estimated amounts.

<sup>2</sup> Pending board approval.

EMPLOYER RETIREMENT CONTRIBUTIONS- TIER 1		
Plan	FY2020 % of Earnable Compensation	FY2021 % of Earnable Compensation
Teachers	12.43%	12.36%
Judicial Groups 1 & 2 (Elected <b>prior</b> to 11/08/2016)	40.40%	40.80%
State Police	52.29%	51.75%
State Employees	15.24%	14.64%

EMPLOYER RETIREMENT CONTRIBUTIONS- TIER 2		
Plan	FY2020 % of Earnable Compensation	FY2021 % of Earnable Compensation
Teachers	11.34%	11.22%
Judicial Group 3 (Elected <b>on or after</b> 11/08/2016)	35.05%	35.61%
State Police	45.56%	42.89%
State Employees	14.87%	14.24%
District Attorneys	19.77%	19.77%

**0300 Travel-In-State** – Section 36-7-20 of the *Code of Alabama 1975*, provides that the amount allowable to a person traveling inside the state may be fixed by the Governor at not less than \$75 per day. Effective July 1, 2018, per diem rates are increased to \$85 each day for one night on the road, and \$100 each day for two nights or more on the road.

Effective January 1, 2019, the mileage reimbursement rate is 58 cents per mile. Mileage rates for calendar year 2020 will be posted on the Comptroller's website when released by the Internal Revenue Service (<https://comptroller.alabama.gov/mileage-rates>).

Refer to travel laws (§36-7-20 through 36-7-25, Code of Alabama 1975) and the State's Fiscal Policies and Procedures Manual in Chapter 6-5F, (<https://comptroller.alabama.gov/fiscal-policy-procedures/>) to become familiar with details of all rates, restrictions, and requirements and understand how they could impact your travel budget. Direct questions regarding travel policies and procedures to [travel@comptroller.alabama.gov](mailto:travel@comptroller.alabama.gov).

**0400 Out-of-State Travel** - Includes actual and necessary expenses for mileage, commercial transportation, lodging, promotional, meals and all other appropriate expenses for out-of-state travel. The CONUS rate is used in connection with the city of travel to apply the maximum limit per day.

**0500 Repairs and Maintenance** - Includes repairs and maintenance services for land, buildings, roadways and bridges, airfields, and office furniture. Budget under Object 0900 to pay the insurance premium for the

State policy that covers such costs. This object does not include repairs and maintenance to automotive equipment.

- 0600 Rentals and Leases** - Includes rentals and leases (both operating and capital leases) for land, buildings, automotive equipment, office furniture and equipment, data processing equipment, printing and duplicating equipment, and motor pool charges other than gasoline.
- 0700 Utilities and Communications** - Includes costs for electricity, water, gas (except for automotive equipment), fuel oil, coal, telephone, postage, and cellular phones.
- 0800 Professional Services** - Includes legal, accounting and auditing, actuarial, advertising, appraisal, architectural, data processing, personnel services, educational consultants, photography services, medical services, scientific and technical costs and other personnel costs (salaries for contract personnel not on the State payroll). Include in this category charges for services by the State Personnel Department, the State Comptroller's Office, OIT, and STAARS.
- 0900 Supplies, Materials and Operating Expenses** – Includes **consumable** items intended to be used up quickly (examples are staples, tape, post-it-notes, ink, pens, paper, folders). Includes materials and supplies for road and bridge construction, office operations, scientific and technical uses, medical-related supplies, and federal taxes and licenses, printing and binding, reproduction and copying and microfiche/microfilm, cost of freight and shipping, cost of products for resale professional and membership dues, cost of books, subscriptions and periodicals for office or professional use, insurance, bonds, and national guard duty.
- 1000 Transportation Equipment Operations** - Includes all costs of operating transportation equipment. Includes petroleum products, batteries, tires, repairs and maintenance of transportation equipment, and auto tags.
- 1100 Grants and Benefits** - Includes costs relating to the payment of grants, benefits and related expenditures. Includes costs for grants or awards made by the State; health benefits for certain eligible persons; retirement and pension benefits; grants made by the State to county and municipal school systems, colleges, universities, trade schools and junior colleges; payments to county and municipal health departments; grants from revenue sharing and all grant payments made in compliance with legislative appropriation acts.
- 1200 Capital Outlay** - In accordance with § 41-4-93, *Code of Alabama 1975*, capital outlay includes expenditures that result in the acquisition of land, buildings, permanent equipment for buildings and/or improvements or alterations to any land, building or permanent equipment for buildings. This includes the cost of construction or alteration to roads, highways, bridges and airfields.
- Note:** *Capital Outlay budgeted in Appropriation Unit 050 (Capital Outlay Program) must be coded to the appropriate Expense Objects (from 0100 to 1600). If the project is to be completed within the fiscal year, **do not** budget it under Appropriation Unit 050.*
- 1300 Transportation Equipment Purchases** - Includes the cost of purchases of all types of equipment used in transportation related activities. Includes purchases of automobiles, light trucks, automotive farming or forestry equipment, boats and heavy equipment.

- 1400 Other Equipment Purchases** - Includes **non-Consumable** items, no matter the cost, that deteriorate over time (examples are stapler, tape dispenser, calculator, scissors, flash drives/jump drives). Includes weapons, office furniture and equipment, data processing, reproduction and printing, agricultural, communication, medical, scientific/technical, recreational, and heating/cooling equipment. Also includes textbooks and educational teaching aids **for library use**.
- 1500 Debt Service** - Includes payment of interest, principal, and incidental costs on all state debt obligations.
- 1600 Miscellaneous** - To account for operating transfers, reversions, or appropriated operating transfers out of General Fund or Education Trust Fund.

## LIABILITY INSURANCE RATES

Insurance premiums are paid to the Department of Finance, Division of Risk Management (DORM). THE ANNUAL PREMIUM MUST BE PAID IN FULL FOR EACH TYPE OF COVERAGE TO BE INSURED. Departments will be sent premium invoices for the new fiscal year the first week in October. This section contains information to assist with estimating cost during the preparation of your agency budget request.

### Contact Information:

Division of Risk Management

(334) 223-6120

[riskinfo@finance.alabama.gov](mailto:riskinfo@finance.alabama.gov)

(334) 223-6154

<http://www.riskmgt.alabama.gov>.

**General Liability Trust Fund Coverage** – Current rates will remain generally unchanged. Select agencies may be assessed additional premium based on experience.

Liability Index	Annual Rate	Liability Index	Annual Rate
001	\$123.04	006	\$294.75
002	\$147.64	007	\$344.48
003	\$196.84	008	\$393.66
004	\$221.44	009	\$442.91
005	\$246.06	010	\$492.10

**Automobile Liability Coverage** - This is a reinsurance program where premiums charged reflect the cost paid by the Division of Risk Management. Premiums will **increase** 5% from these current rates for FY2021.

Class	Description	Annual Amount
001	Private Passenger	\$ 392.00
001	Drivers	\$ 64.00
002	Pickups and Utility Vehicles	\$ 434.00
003	Trucks over 3/4 Ton	\$ 589.00
004	Marked Law Enforcement Vehicle	\$ 738.00
005	Buses	\$ 893.00

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**Contact information for the following types of coverage:**

Regina Roughton

[reginam.roughton@finance.alabama.gov](mailto:reginam.roughton@finance.alabama.gov)

(334) 223-6158.

**Automobile Physical Damage Coverage** - This optional coverage is available to cover damage to vehicles owned and operated by State agencies and employees. The physical damage deductibles are \$500 for collision and \$500 for comprehensive claims. Current premiums will increase 5% for FY2021.

**Property Insurance** – This is the State Insurance Fund (SIF) that provides repair and replacement property insurance coverage for buildings, contents, electronic data processing equipment, boiler and machinery coverage along with other specific policy or program coverages and provisions. Based on the increases in program reinsurance premiums and wind loss retentions, the Division of Risk Management projects a 7% to 10% program rate increase for the SIF in FY 2021 and FY 2022.

**Policy Management** - Risk Management purchases special policies for departments as follows: Boiler and machinery, flood insurance, aircraft and other policies as needed. The annual blanket fidelity bond will remain at \$8.00 per employee for FY 2021. Select agencies may be assessed additional premium based on experience.

**State Employee Injury Compensation Trust Fund** - Since October 1, 1994, state employees are covered for on-the-job injuries. Each agency will be billed based on the employee's position and corresponding rate and the agency's experience rating.

**Employee Assistance Program** – The program is contracted through Behavioral Health Systems, Inc. for counseling of the employee and their immediate family members. Projected annual premium will be \$10.00 per employee for FY 2021.

# OFFICE OF INFORMATION TECHNOLOGY (OIT) FEES

SERVICE	UNIT OF MEASURE Per Month, unless otherwise stated	FY 2020 RATES	FY 2021 RATES
<u>MAINFRAME PROCESSING SERVICES</u>			
CPU (PRIME BATCH)	CPU SECOND	\$0.0935	\$0.0954
CPU (NON-PRIME BATCH)	CPU SECOND	\$0.0818	\$0.0834
CICS	CICS SECOND	\$0.1752	\$0.1787
ROSCOE	CPU SECOND	\$0.5465	\$0.5465
TSO	CPU SECOND	\$0.1401	\$0.1429
DB2	CPU SECOND	\$0.4292	\$0.4378
<u>MAINFRAME PERIPHERAL SERVICES</u>			
<u>DASD STORAGE</u>			
DISK STORAGE (Triple Density Vol's)	PER VOLUME	\$104.55	\$104.55
DISK CHARGES (SMS)	PER 1,000 BYTES	\$0.000036	\$0.000037
DISK EXCPS	1,000 EXCP'S	\$0.0149	\$0.0152
TAPE EXCPS	1,000 EXCP'S	\$0.2395	\$0.2443
LASER PRINT (Varies - average listed)	PAGES	\$0.130	\$0.133
<u>SERVER ADMINISTRATION</u>			
O.S.A PROGRAMMING	PER HOUR	\$110.00	\$110.00
OFFICE 365 EXCHANGE PLAN 2 (P2)	PER LICENSE	\$20.15	\$20.85
OFFICE 365 GOVERNMENT PLAN 3 (G3)	PER LICENSE	\$31.67	\$31.67
OFFICE365 OIT ADMINISTRATION	P2 & G3 PER LICENSE	\$4.15	\$4.15
SAN STORAGE	PER GB	\$0.565	\$0.622
SERVER BACKUP	PER GB	\$0.10	\$0.11
WEB HOSTING (Tiered)	PER MBs STORAGE	\$0.76	\$0.76
VIRTUAL SERVER HOSTING (Varies - average listed)	PER SERVER	\$291.07	\$320.18
SERVER HOSTING - CUSTOM	PER SERVER	Various	Various
DOMAIN USER HOSTING	PER USER	\$3.82	\$4.20
LISTSERV HOSTING	PER LIST	\$17.99	\$19.79
MANAGED ANTI-VIRUS	PER EMAIL ADDRESS	\$4.00	\$4.00
SECURE WEB CERTS	PER CERTIFICATE	\$16.14	\$17.75
WEBSITE STATISTICS	PER WEBSITE	\$11.55	\$11.55
FTP HOST SERVICE	PER ACCOUNT	\$110.00	\$121.00
SCCM SERVER MANAGEMENT	PER ACCOUNT	\$3.00	\$3.00
SCCM WORKSTATION MANAGEMENT	PER ACCOUNT	\$1.00	\$1.00
<u>SECURITY SERVICES</u>			
STATEWIDE IT SECURITY SERVICES	PER ACTIVE DIRECTORY USER	<del>\$15.00</del> \$10.00	\$10.00
THREAT ADVICE	PER USER		
PHISHING	PER USER		
WEB APPLICATION ASSESSMENT	PER WEBSITE		
SSL VPN ACCESS (Tiered)	PER CONCURRENT USER	\$27.50	\$27.50
IPSEC VPN	PER TUNNEL	\$195.00	\$195.00
MANAGED FIREWALL	UP TO / OVER 240GBPS CIRCUIT	\$750 / \$1,000	\$750 / \$1,000
SECURITY CONSULTING	PER HOUR	\$150.00	\$150.00
GRC AUDIT	PER HOUR	\$110.00	\$110.00
eDISCOVERY (OFFICE 365)	PER HOUR	\$110.00	\$110.00
<u>CLIENT SERVICES</u>			
<u>IT PLANNING/OVERSIGHT TOTAL</u>			
IT PLANNING/OVERSIGHT (1-250 FTEs)	PER AGENCY FTE	\$5.72	\$5.95
IT PLANNING/OVERSIGHT (NEXT 251-750 FTEs)	PER AGENCY FTE	\$4.00	\$4.20
IT PLANNING/OVERSIGHT (NEXT 751-2000 FTEs)	PER AGENCY FTE	\$2.30	\$2.45
IT PLANNING/OVERSIGHT (ANY FTEs OVER 2000)	PER AGENCY FTE	\$1.15	\$1.25
PROJECT MANAGEMENT	PER HOUR	\$115.00	\$115.00
CARD KEYS	PER CARD	\$12.00	\$12.00
PHOTO ID's	PER ID	\$15.00	\$15.00
PC/DESKTOP SUPPORT (MONTHLY)	PER DEVICE	\$73.80	\$73.80
PC/DESKTOP SUPPORT (HOURLY)	PER HOUR	\$105.00	\$105.00
CUSTOMER SERVICE (incl. SERVICENOW)	PER HOUR	\$120.00	\$120.00

SERVICE	UNIT OF MEASURE Per Month, unless otherwise stated	FY 2020 RATES	FY 2021 RATES
PASS THROUGH MARK-UP	COST + PERCENTAGE	7.13% - 4.00%	4.00%
<u>PRODUCT MGMT / APPLICATIONS SVCS</u>			
DPM PROFESSIONAL SERVICES	PER HOUR	\$160.00	\$160.00
LASERFICHE USER LICENSE	PER USER	\$20.25	\$20.25
LASERFICHE HOSTED STORAGE	PER 100 GB BLOCK	\$12.00	\$20.00
LASERFICHE PARTICIPANT USER	PER USER	\$3.18	\$3.18
LASERFICHE HOSTED REPOSITORY CHARGE	PER REPOSITORY	\$600.00	\$600.00
LASERFICHE SCAN CONNECT	PER USER	\$10.13	\$10.13
LASERFICHE PUBLIC PORTAL		\$2,340.00	\$2,340.00
ADD ON: WEBLINK (25 CONCURRENT USERS)		\$1,364.63	\$1,364.63
ADD ON: WEBLINK (50 CONCURRENT USERS)		\$1,822.50	\$1,822.50
ADD ON: WEBLINK (100 CONCURRENT USERS)		\$2,340.00	\$2,340.00
ADDON: WEBLINK (UNLIMITED CONCURRENT USERS)		\$2,947.50	\$2,947.50
LASERFICHE FORMS PUBLIC PORTAL	PER USER	\$250.00	\$250.00
LASERFICHE MOBILE	PER USER	\$150.00	\$150.00
LASERFICHE PROFESSIONAL SERVICES: PS	PER HOUR	\$192.66	\$192.66
LASERFICHE PROFESSIONAL SERVICES: PG	PER HOUR	\$260.00	\$260.00
GROOPER - DATA CAPTURE	ANNUAL SUBSCRIPTION		
200K ANNUAL PAGE VOL. w/ 8 OCR	ANNUAL SUBSCRIPTION	\$10,842.00	\$10,842.00
500K ANNUAL PAGE VOL. w/ 16 OCR	ANNUAL SUBSCRIPTION	\$17,346.00	\$17,346.00
1M ANNUAL PAGE VOL. w/ 24 OCR	ANNUAL SUBSCRIPTION	\$25,658.00	\$25,658.00
2M ANNUAL PAGE VOL. w/ 32 OCR	ANNUAL SUBSCRIPTION	\$48,787.00	\$48,787.00
5M ANNUAL PAGE VOL. w/ 48 OCR	ANNUAL SUBSCRIPTION	\$117,450.00	\$117,450.00
GROOPER BIS PROFESSIONAL SERVICES	PER HOUR	\$241.00	\$241.00
SHAREPOINT IMPLEMENTATION SERVICES	PER HOUR	\$160.00	\$160.00
SHAREPOINT MIGRATION SERVICES	PER HOUR	\$160.00	\$160.00
APPLICATION DEVELOPMENT	PER PERSON, PER HOUR	\$115.00	\$115.00
APPLICATION MAINTENANCE AND SUPPORT	PER APPLICATION, PER YEAR	20% of Dev	20% of Dev
WEB SERVICES	PER PERSON, PER HOUR	\$115.00	\$115.00
WEBSITE HOSTING, MAINTENANCE AND SUPPORT	PER WEBSITE, PER YEAR	20% of Dev	20% of Dev
WORDPRESS HOSTING	PER WEBSITE	\$115.00	\$120.00
SQL SERVER - ADMIN SUPPORT	PER HOUR	\$115.00	\$115.00
SQL SERVER - DATABASE HOSTING	PER 20 GB	\$115.00	\$115.00
SQL SERVER - DATABASE HOSTING	EACH ADD'L 10 GB OVER 20	\$20.00	\$20.00
<u>NETWORK SERVICES</u>			
CAMPUS NETWORK LAN PORT CHARGERS	PER "PORT"	\$22.87	\$25.16
CAMPUS FIBER (Varies - average listed)	PER PAIR	\$1,180.30	\$1,180.30
WAN / METRO-E	PER CIRCUIT	Various	+ 5.0%
WIRELESS LANS (Tiered)	PER USER	Various	Various
I&M WORK ORDERS	PER HOUR	\$148.50	\$148.50
SWITCH EQUIPMENT RENTAL	VARIOUS	Various	Various
VIDEO CONFERENCING	PER CIRCUIT	\$55.00	\$55.00
MEET ME CONFERENCE	PER LINE	\$29.98	\$29.98
MODEM/DSU		\$27.50	\$27.50

SERVICE	UNIT OF MEASURE Per Month, unless otherwise stated	FY 2020 RATES	FY 2021 RATES
<u>VOICE SERVICES</u>			
AUTHORIZATION CODES	PER 100 CODES	\$50.36	\$50.36
AUTHORIZATION CODES INSTALLATION	PER 100 CODES	\$62.35	\$62.35
SET RENTAL (Varies - average listed)	PER SET	\$3.19	\$3.19
LOCAL SERVICE (INCL GRF) (Set Rentals/Options)	PER LINE	Various	Various
FAX SERVER	PER BOX	\$35.00	\$35.00
CIRCUIT CHARGES	PER CIRCUIT	Various	+ 5.0%
DATA CIRCUITS	PER CIRCUIT	Various	Various
DATA ESSX CIRCUIT	PER CIRCUIT	\$14.30	\$14.30
FRAME RELAY	PER CIRCUIT	Various	Various
LEGACY VoIP SERVICES	VARIOUS	Various	+ 5.0%
CISCO VOIP			
KNOWLEDGE WORKER STANDARD	PER LINE	\$44.75	\$46.99
KNOWLEDGE WORKER STANDARD PLUS	PER LINE	\$46.25	\$48.56
ADMINISTRATIVE	PER LINE	\$48.20	\$50.61
WEBEX INTEGRATED	PER LINE	\$49.65	\$52.13
PUBLIC ACCESS PHONES	PER LINE	\$29.30	\$30.77
ANALOG GATEWAY	PER LINE	\$42.49	\$44.61
CONFERENCE ROOM PHONES (8831 MODEL)	PER LINE	\$42.23	\$44.34
CONFERENCE ROOM PHONES (8832 MODEL)	PER LINE	\$45.37	\$47.64
VOIP À LA CARTE SERVICES AND UPGRADES	VARIOUS	Various	Various
INTRASTATE LONG DISTANCE (Varies - average listed)	PER MINUTE	\$0.068	\$0.071
INTERSTATE LONG DISTANCE (Varies - average listed)	PER MINUTE	\$0.068	\$0.071
INTERNATIONAL CALLING (Varies - average listed)	PER MINUTE	\$1.97	\$1.97
INFORMATION CALLS	PER CALL	\$2.49	\$2.49
DIRECTORY LISTING	PER CALL	\$2.40	\$2.40
DIRECTORY ASSISTANCE (Varies - average listed)	PER CALL	\$3.42	\$3.42
MISCELLANEOUS CALLS	PER CALL	Various	Various
800 SVC (Varies - average listed)	PER MINUTE	\$0.059	\$0.062
VOICE MESSAGING			
VOICE MAIL (Varies - average listed)	PER MAIL BOX	\$8.23	\$8.64
AUTO ANNOUNCEMENT (Varies - average listed)	PER ANNOUNCEMENT	\$24.97	\$26.22
VOICE MENUS (Varies - average listed)	PER MENU	\$97.92	\$102.82
OTHER VM SERVICES (Varies - average listed)	PER MENU	\$49.86	\$52.35
STATEWIDE VOICE MAIL	MONTHLY SERVICE	\$2.40	\$2.40
WEB CONFERENCING	PER LICENSE	\$49.50	\$51.98

## STATE BUSINESS SYSTEM (SBS) FEES

State Business System Fees – State Business Systems fees are billed monthly in arrears. Fees are charged based on usage and are used to maintain and operate statewide systems (STAARS, eSTART, InfoAdvantage Reporting, GHRS, etc.).

### Contact Information:

Margie Abernathy

[Margie.Abernathy@finance.alabama.gov](mailto:Margie.Abernathy@finance.alabama.gov)

(334) 353-5419

	FY 2020 Rates	FY 2021 Rates
<b>STAARS</b>		
PER ACCOUNTING LINE	\$ 2.00	\$ ****
PER WARRANT / EFT	\$ 0.21	\$ ****
CUSTOM REPORT DEVELOPMENT, PER HOUR	\$ 125.00	\$ 125.00
REPORT DEVELOPMENT ASSISTANCE, PER HOUR	\$ 75.00	\$ 75.00
TRAINING CLASS PER ATTENDEE	\$ 30.00	\$ 30.00
<b>PAYROLL PROCESSING</b>		
PER EMPLOYEE PER PAY PERIOD	\$ 5.00	\$ 6.25
PER WARRANT / EFT	\$ 0.21	\$ 0.21
CUSTOM REPORT DEVELOPMENT, PER HOUR	\$ 125.00	\$ 125.00
REPORT DEVELOPMENT ASSISTANCE, PER HOUR	\$ 75.00	\$ 75.00
<b>ESTART</b>		
PER EMPLOYEE, MONTHLY	\$ 4.50	\$ 4.50
PER MANAGER LICENSE	\$ 252.00	\$ 252.00
PER MANAGER LICENSE, MONTHLY MAINTENACE	\$ 4.50	\$ 4.50
PER MOBILE LICENSE	\$ 4.80	\$ 4.80
PER MOBILE LICENSE, MONTHLY MAINTENACE	\$ 0.10	\$ 0.10
PER MOBILE MANAGER LICENSE	\$ 39.00	\$ 39.00
PER MOBILE MANAGER LICENSE, MONTHLY MAINTENACE	\$ 0.75	\$ 0.75
PER TABLET LICENSE	\$ 59.50	\$ 59.50
PER TABLET, MONTHLY MAINTENACE	\$ 1.15	\$ 1.15
TIME CLOCK SUPPORT	\$ 325.00	\$ 325.00
TELETIME – PRORATED BY ACCESSING AGENCIES	\$ -	\$ -

## COMPILATION OF BUDGET REQUEST

- I. After your department has approved your package, upload these completed forms and reports to EBO using the Document Management tab in STAARS Forms 1 and 3.

DOCUMENT	DESCRIPTION
Agency Program Analysis	Analysis and information about new, expanded, or discontinued major programs or services.
ABUD-REQ-004 Increase-Decrease Worksheet	Itemized explanation of agency increases and decreases (See example on Page 19)
ABUD-REQ-001 Budget Request Forms and Error Report	Includes Forms 1, 2, 3, 5, 6, and Error Report

- II. Email copies of these reports to the Legislative Services Agency, [budgetrequests@lsa.state.al.us](mailto:budgetrequests@lsa.state.al.us):

DOCUMENT	DESCRIPTION
Agency Program Analysis	Analysis and information about new, expanded, or discontinued major programs or services.
ABUD-REQ-004 Increase-Decrease Worksheet	Itemized explanation of agency increases and decreases (See example on Page 19)
ABUD-REQ-001 Budget Request Forms and Error Report	Includes Forms 1, 2, 3, 5, 6, and Error Report
OIT Form 7	Information Technology Request

- III. Email this report to the Office of Information Technology (OIT), [infoOIT@oit.alabama.gov](mailto:infoOIT@oit.alabama.gov):

DOCUMENT	DESCRIPTION
OIT Form 7	Information Technology Request. Direct all questions and requests for assistance with Form 7 to the Office of Information Technology.

## EBO FORMS 5 AND 6 BUDGET REQUEST BY FUNCTION

Use the STAARS Budget Request Manual to complete Forms 5 and 6 at each Function Level (Formerly called Activity Level). STAARS Budgeting will summarize the department-level Forms 2 and 5 for multiple Funds and Functions from the information that is entered on each Function-level Form 5.

### STAARS Chart of Accounts Conversion

Old Legacy System Name	New STAARS Name
Agency	Department
Fund	Fund
Appropriation Unit	Appropriation Class
Activity	Function
CAS Organization (Org)	Appropriation Unit

## EBO FORM 5 BUDGET REQUEST EXPENDITURES

Enter Form 5 budget information separately *for each Fund within a Function*.

1. **ACTUAL EXPENDITURES** – STAARS Budgeting will auto-populate the FY 2019 expenditure amounts in the “Actuals” Column for you to verify.
2. **BUDGETED EXPENDITURES** – The “CUR BUD” Column is based on the FY 2020 legislative appropriations and estimated revenues. This column should have the same numbers as the FY 2020 Operations Plan originally submitted. Add any revisions to the “CY OPS PLAN CHANGE” Column.
3. **REQUESTED AMOUNT** – Enter the budget amount that you are requesting in FY 2021 for each Budget Object needed as defined in the Chart of Accounts.
4. **SOURCE OF FUNDS** - Complete the Source of Funds tab using the seven-digit Source of Funds Codes that identify the sources within your department’s funds. Total Funds for each Function must equal Total Expenditures across all three fiscal years. Total Funds on EBO Form 5 will not necessarily equal Total Receipts on EBO Form 1, but will simply identify the sources of funds for the expenditures.
5. **SUPPLEMENTAL APPROPRIATIONS** – Create separate line entries to show any supplemental appropriations from separate acts. For example, agencies that received additional appropriation authority for Earmarked Funds during FY 2019 should create a separate source of funds line entry in the Source of Funds section for EBO Form 5 in the “Actuals” Column. This does not apply to GF or ETF sources. Any additional funds received for those two should be rolled up into one line each for GF or ETF.

6. **REVERSION REAPPROPRIATED FOR EARMARKED FUNDS**– If the agency reappropriated any Earmarked Funds during the fiscal year, create separate Source-of-Funds line entries for these amounts in the FY 2019 “Actuals” Column or the FY 2020 “CUR BUD” Column. These funds should also be considered expended before any current year appropriations. This separate line reporting does not apply to GF or ETF, as these Source of Funds will always be reported as single lines on the Form 5.
7. **PROGRAM EXPANSION or DISCONTINUATION** – If the department will be either starting a major new service or discontinuing any existing services, prepare a summary analysis explaining this Program Change and attach it in the Document Management tab on Forms 1 and 3.

## EBO FORM 6 PERSONNEL CLASSIFICATION

1. The Salaries and Benefits Forecasting System (SBFS) will use existing data from current employee payroll information and project eligible pay raises into the data to arrive at the requested payroll budget for both salaries and benefits. Agencies may select to key directly on the Form 5 to overwrite any of the prepopulated data from SBFS.
2. Agencies will adjust the initial raw forecast data as needed to include factors such as personnel position changes, law enforcement subsistence, overtime, termination cost, travel-related FICA, board members FICA, and any other miscellaneous factors.
3. As changes are entered on the Positions Change Tab, employees should be shown on a full-time equivalency basis, calculated as total time employed divided by the total available work time. One employee utilized for the entire year represents one man-year of service (i.e.  $1/1 = 1$ ). Two secretaries employed for six months are equal to one man-year of service (i.e.  $6 \text{ months}/12 \text{ months} = .50 \times 2 \text{ secretaries} = 1.00 \text{ FTE}$ ). Show number of employees to two decimal places.
4. **Other Personnel Information (OPI)** - Complete the “Other Personnel Info Tab” for the entire department as of September 30<sup>th</sup> across each fiscal year. Enter the number of employees representing each OPI Category. **Complete the OPI Tab only once on any one Form 5.** Completing it more than once will duplicate data.
  - (a) **Anniversary/Annual/Promotional Raises** - raises granted on the anniversary date of employment after an evaluation and a qualifying score is earned; at the time of a promotion, and at the time permanent status is granted in a new classification (i.e., raises that are granted when employee has completed probationary period).
  - (b) **Special Merit Raises** - any special meritorious increases granted in addition to the regular anniversary raise or a promotional raise.
  - (c) **New Positions** - includes any newly created positions not previously allotted to your department. For example, approval has been granted by the State Personnel Department to your department for a new classification slot of an Attorney I. This new employee would be listed as a "New Position."
  - (d) **Vacant Positions Filled** - any position within your department that has been vacant for six months or more that will be filled during the current year.
  - (e) **Actual Number of Employees on September 30<sup>th</sup>** – actual number of employees as of the last pay period of each fiscal year.

## EXAMPLE FORM ABUD-REQ-004 INCREASE-DECREASE WORKSHEET

STAARS Budgeting will generate an unformatted Form ABUD-REQ-004 Increase-Decrease Worksheet for you to export to an Excel® spreadsheet. This worksheet has no cell formulas and includes Budget Object totals only. Use these totals as a guide to create and submit a detailed and fully formatted worksheet that justifies or explains the budget increase or decrease for each Budget Object line. Attach this completed form along with your Budget Request package in STAARS Document Management Forms 1 and 3 for submission.

SEE NEXT PAGE FOR THE EXAMPLE

DEPARTMENT OF AGRICULTURE AND INDUSTRIES EXPLANATION OF REQUESTED INCREASES AND DECREASES FISCAL YEAR 2021				
	General Fund	Education Trust Fund	Earmarked Funds	Inc/Dec TOTAL
Beginning Current FY Budgeted Expenditures (Form No. 1)	651,152	556,166	1,684,912	2,892,230
<b>REQUESTED INCREASES (DECREASES)</b>				
<b>PERSONNEL:</b>				
<i>Separate all new hire increases/decreases from current personnel.</i>				
New hires as follows:				
Probational raise for new hire	2,500		1,208	3,708
Merit and probational raises for current personnel	26,310		4,894	31,204
Increase in longevity	3,000	4,000	1,700	8,700
Reduction in termination costs	(15,000)	(15,000)	(19,000)	(49,000)
Promotions: Accountant I to Staff Accountant & ASA I to ASA II (2 employees)	1,412		3,462	4,874
Est. Overtime pay due to drought	35,375		(9,392)	25,983
<i>Subtotal</i>	53,597	(11,000)	(17,128)	25,469
<b>EMPLOYEE BENEFITS:</b>				
Insurance premium increase	12,000		23,100	35,100
FICA, and retirement contributions for new hire			200	200
FICA, and retirement contributions for promotions	2,500		1,500	4,000
Benefits for merit raises of current personnel	8,751		9,370	18,121
<i>Subtotal</i>	23,251	-	34,170	57,421
<b>TRAVEL-IN-STATE:</b>				
Increase travel for new hires	500			500
Increase number of site inspections and workshops		4,834	22,666	27,500
<i>Subtotal</i>	500	4,834	22,666	28,000
<b>TRAVEL-OUT-STATE:</b>				
Due to more in-state inspections to be performed			(6,000)	(6,000)
<b>REPAIRS AND MAINTENANCE:</b>				
Reduction in number of copiers			(4,000)	(4,000)
<b>RENTALS AND LEASES:</b>				
Reduction in Copier Rentals			(5,000)	(5,000)
<b>UTILITIES &amp; COMMUNICATIONS:</b>				
Increase in utility rates	20,000		28,000	48,000
Purchase communications equipment for field work			2,000	2,000
<i>Subtotal</i>	20,000	-	30,000	50,000
<b>PROFESSIONAL SERVICES:</b>				
Special Services completed contract study	(125,000)			(125,000)
Energy Survey			175,000	175,000
<i>Subtotal</i>	(125,000)	-	175,000	50,000
<b>SUPPLIES, MATERIALS, AND OPERATING EXP:</b>				
Additional supplies for new hire	5,000		7,500	12,500
<b>TRANSPORTATION EQUIPMENT OPERATIONS:</b>				
Increased gasoline costs/increased inspections	45,000		55,000	100,000
<b>GRANTS &amp; BENEFITS:</b>				
Grant Project XYZ completed and closed in previous FY.			(10,000)	(10,000)
<b>CAPITAL OUTLAY:</b>				
Roof Replacement - Headquarters completed	(79,000)		(120,000)	(199,000)
Roof Repair - Admin Building			25,000	25,000
Purchase of Land	50,000			50,000
<i>Subtotal</i>	(29,000)	-	(95,000)	(124,000)
<b>TRANSPORTATION EQUIPMENT PURCHASE:</b>				
8 Additional Vehicles purchased over previous year	115,000			115,000
5 Trailers/Haulers	60,000			60,000
<i>Subtotal</i>	175,000	-	-	175,000
<b>OTHER EQUIPMENT PURCHASES:</b>				
Scales Replacements Complete	(100,000)		(200,000)	(300,000)
Poultry Equipment			130,000	130,000
<i>Subtotal</i>	(100,000)	-	(70,000)	(170,000)
<b>TOTAL REQUESTED INCREASE (DECREASE)</b>	68,348	(6,166)	117,208	179,390
<b>TOTAL REQUESTED EXPENDITURES</b> (Must match Total on EBO Form No. 1)	719,500	550,000	1,802,120	3,071,620

## EBO FORM 3 CAPITAL EXPENDITURE PLAN

Use STAARS Budget Request Manual to prepare EBO FORM 3 by entering capital items for which the department is requesting a budget to purchase. The purpose of EBO Form 3 is to justify, describe, and plan for financing all requested capital expenditures for FY 2021 only. Individually itemize all capital items having an estimated cost in excess of \$1,000 and a useful life exceeding one year. Combine all items costing less than \$1,000 with an estimated life exceeding one year and identify as "Miscellaneous Capital Expenditures" under the appropriate capital expenditure Budget Object category. Items having a useful life of less than one year should be identified as Budget Object 1200. Capital Outlay, Transportation Equipment Purchases, and Other Equipment Purchases are defined in the Chart of Accounts.

1. Capital Outlay expenditures should be budgeted to Appropriation Class 050 if it is a multi-year appropriation.
2. Complete each data field with the information being requested, including a short description for the "Item" Column.
3. Provide a brief justification comment to explain why the item is needed.

## EBO FORM 1 CONDITION OF FUNDS

Prepare one EBO Form 1 to summarize all department receipts including General Fund and ETF appropriations, federal matching funds, federal grants, local funds, departmental receipts earmarked for specific programs, and all other funds and revenues.

**Notes:** FY 2019 financial reports are available in infoAdvantage Reporting.

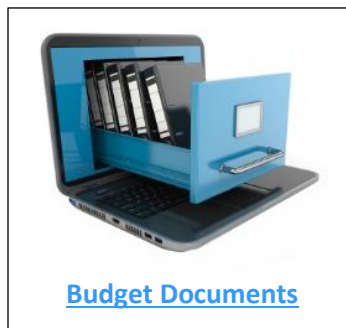
1. Enter **actual** receipts and expenditures for FY 2019, **budgeted** receipts and expenditures for FY 2020, and **requested** receipts and expenditures for FY 2021. Receipt figures for FY 2019 should agree with amounts on the AFIN-AR-001 Report (Formerly A203) for budget fiscal year 2019 (September 2019 accounting period). All numbers should be rounded to the nearest dollar (do not include decimal places).
2. Using the AFIN-CASH-001 Cash Reconciliation Report (Formerly C115), calculate the Unencumbered Balance Brought Forward by subtracting from Beginning Cash any prior year (other than the year just ended) expenses and prior year unpaid purchase orders and encumbrances.
3. List all receipts of Federal and Local Funds such as federal matching funds, federal grants and local funds. Create a separate receipt line for each source (i.e., Federal Grant).
4. Create separate entries for each receipt of state funds such as the State General Fund, Education Trust Fund, departmental receipts, and all other state sources. List any supplemental appropriations separately and identify by Act number.
  - a. If additional State General Fund is appropriated for the ERS Retiree Bonus, show the agency's additional funding on a separate line labeled "State General Fund – ERS Retiree Bonus."
  - b. If additional State General Fund is appropriated for a pay raise COLA, show the agency's additional funding on a separate line labeled "State General Fund – COLA."
  - c. For General Fund reappropriated during the previous fiscal year ("ACTUAL") or anticipated to be reappropriated in the "BUDGETED" fiscal year, list the General Fund reappropriation on a separate line from other General Fund and label it as "State General Fund- Reversion Reappropriated". To prevent double counting, **DO NOT** include reappropriations of any other funds in the receipts section on EBO Form 1. These funds are already included in the Unencumbered Balance Brought Forward.

### EBO Form 1 Example (Partial Form)

STATE OF ALABAMA EBO Form No. 1		AGENCY BUDGET REQUEST ESTIMATED CONDITION OF FUNDS		Agency: Agency No.:
RECAP OF ALL FUNDS		ACTUAL	BUDGETED	REQUESTED
FUND NO.	Unencumbered Balance Brought Forward			
	RECEIPTS			
	State General Fund	\$651,152	\$651,152	651,152
	State General Fund-Reversion Reappropriated	\$ 15,000	\$ 5,600	
	State General Fund-COLA	\$ 38,727	\$ 27,293	
	State General Fund-ERS Retiree Bonus		\$ 14,400	

5. List any Transfers, which are the amounts transferred from one department or fund to another department or fund when no service is received by the department transferring the funds. Do not include transfers as a part of total expenditures on EBO Forms 1 and 5. Identify to which department or fund the transfer is to be made (e.g., Transfer to ABC Board). Do not include department internal transfers.
6. List any Reversions, which are amounts reverted to the fund from which the monies were originally appropriated. Do not include reversions as a part of total expenditures on the EBO Forms 1 and 5. Identify the fund to which the reversion is to be made (e.g., Reversion to State General Fund).

**Tip:** View your agency's previous years of budget pages as a helpful guide on our website under the [Budget Documents](http://budget.alabama.gov/executive_budget_document/) link at: [http://budget.alabama.gov/executive\\_budget\\_document/](http://budget.alabama.gov/executive_budget_document/)



# STAARS AGENCY BUDGET REQUEST CHEAT SHEET

## STAARS 6000 Process Steps

- ☐ Gather Source Material
- ☐ Login to infoAdvantage > <https://staarsinfo.alabama.gov/BOE/BI>
- ☐ Set Your **Organization Code** and **Salary Projection** Code Dimensions
- ☐ Run Data Dump Report, **REQUESTED PROJECTION**
- ☐ Export the Data Dump to Excel®
- ☐ Login to STAARS Budgeting > <https://budget.staars.alabama.gov>

- ☐ Go to **Budget Tasks > Formulate Budget Requests**
- ☐ Click **Search** **FORM 5 & FORM 6**
- ☐ From the List Select **BUD REQ BY FUNCTION**
- ☐ Choose **Search Or New**
- ☐ Enter **Request Code, Name / Function Name, Department, Fund, Function, Appropriation Class, Appropriation Unit**
- ☐ Populate Tabs **Expenditures, Source of Funds, Position Change Results, Other Personnel Information, Position Changes**

- ☐ Go to **Budget Tasks > Formulate Budget Requests**
- ☐ Click **Search** **FORM 1 & FORM 3**
- ☐ From the List Select **BUD REQ BY DEPARTMENT**
- ☐ Choose **Search**
- ☐ **Locate** your Agency Form **Select** your Agency Form, and **Edit** your Agency Form
- ☐ Populate Tabs: **COF Balances Brought Forward, COF Receipts, COF Adjustments and End Balance, Capital Expenditures, Agency Description**

- ☐ Login to infoAdvantage > <https://staarsinfo.alabama.gov/BOE/BI>
- ☐ Select Report **ABUD-REQ-001-FORMS 5, 2, 1, 3, 6**
- ☐ Set Your **Organization Code** (Agency Number)
- ☐ Check for Errors on **Forms 1, 2, 3, 5, 6**
- ☐ Correct any errors in STAARS Budgeting
- ☐ Rerun infoAdvantage, Export to PDF, Attach to **Forms 1 & Form 3**
- ☐ Select Report **ABUD-REQ-004 Increase-Decrease Worksheet**
- ☐ Export **Increase-Decrease** Worksheet to Excel
- ☐ Complete **Justifications By Fund and Object**
- ☐ Once complete attach to **Form 1 & Form 3**

STAARS Training Resources  
<http://staarstraining.alabama.gov/>

STAARS Helpdesk  
(334) 353-9000 or  
[financialsystems@comptroller.alabama.gov](mailto:financialsystems@comptroller.alabama.gov)

## OFFICE OF INFORMATION TECHNOLOGY (OIT)

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The purpose of the EBO Form 7 spreadsheet is to meet the reporting requirements to justify, describe and plan for all Information Technology (IT) related budget expenditures and IT projects (either ongoing or planned) for Fiscal Year 2021 (FY2021), regardless of funding source or program. IT related budget request expenditures and projects are defined in the *Code of Alabama, 1975 Section 41-28-2* as “automated data processing, communications systems and services, wide area and local area networks, the Internet, electronic information systems and related information, databases, equipment, goods, and services.”

EBO Form 7 consists of four types of tabs (forms) contained within a single spreadsheet.

- **Coversheet:** Required.
- **Other IT:** Required.
- **Proj 01 - Proj 10:** Agency Projects - Required submission discussed in IT Project tabs section.
- **Total IT:** Automatically calculated. Agencies cannot enter information in this tab.

Agencies must prepare the 'Coversheet' tab which contains general agency contact information, and the 'Other IT' tab representing all non-project IT requested budget expenditures by major object. Planned and continuing IT projects for FY2021 must be reported in the IT project spreadsheet tabs ('Proj 01' – 'Proj 10'). IT projects are defined as new or ongoing major IT endeavors to (1) increase the effectiveness or efficiency of business processes by applying information technology or using IT to comply with new requirements of business functions, or (2) major investments in IT services, hardware, software or applications. IT endeavors with a total cost of \$250,000 or more must be reported as an IT project. Agencies are not allowed to use project phases or other means to circumvent the cost threshold. Agencies participating in multi-agency or enterprise IT projects must report the agency's cost as an IT project if the total project cost for all participating agencies exceeds \$250,000. Participating agencies should use the same project name for multi-agency or enterprise IT projects such as STAARS or CARES.

All figures should be representative of the entire agency's IT spend, and NOT just the agency IT organization. The 'Total IT' costs are reflected in the next to last tab that calculates all IT costs entered in the 'Other IT' and Project tabs. The last tab is for State OIT office use only. Detailed instructions for the EBO Form 7 spreadsheet are described below.

Refer all questions regarding the preparation of EBO Form 7 or these instructions to the Office of Information Technology at [infoOIT@oit.alabama.gov](mailto:infoOIT@oit.alabama.gov). Additional information and frequently asked questions are shown in the Resources 'Documents' section on the OIT website: <https://oit.alabama.gov/>.

### 'Coversheet' TAB

All agencies are required to complete and submit the coversheet.

1. AGENCY NAME - Identify the State Agency Department/Entity.
2. STAARS AGENCY CODE - The three-digit identifying STAARS agency code/number. Agency Codes can be found on the Comptroller's website:  
<https://comptroller.alabama.gov/wp-content/uploads/sites/15/2017/11/agcy.pdf>
3. AGENCY DIVISION/GROUP - Provide a unique 10-character division or section name or abbreviation (Optional). NOTE: See 'Special Instructions' item number 3 for additional information.
4. NAME - The agency contact to call if there are any questions or clarifications needed on the submission.
5. TITLE, PHONE, E-MAIL - The contact's title, phone number and e-mail address.

State of Alabama			Fiscal Year
EBO Form 7 - Information Technology	Agency IT Budget Request		2021
Agency Name:	1	STAARS Agency Code:	2
Agency Division/Group: (Optional)			3
Agency Contact Information			
Name	4		
Title:	5		
Phone:	5		
E-mail:	5		

## 'Other IT' TAB

All agencies are required to complete and submit the 'Other IT' (Total Other IT Budget - IT Costs not related to IT Projects) spreadsheet tab. The 'Other IT' represents agency IT items included in the agency budget request that are not related to IT projects (reported separately). It is to include the total agency IT Budget Request amounts excluding separately reported IT projects.

1. Provide the requested amount for all IT budgeted or planned IT expenditures for all funds by major object being requested in FY2021. This should include the agency total and not the IT division total.
2. Show IT related staff included in the budget request as Full Time Equivalents (FTE). An employee who works only half time during the year would be .50 FTE. Similarly, a new mid-year hire working full time would also be .50 FTE since the employee is only working a half year. An employee working half-time on maintaining the agency IT applications or infrastructure and half-time on an IT project would be counted as .50 on the total 'Other IT' staff and .50 as part of the IT project IT staff. (Use two decimals.)
  - a. Number of state staff with IT classifications (see listing at [https://oit.alabama.gov/wp-content/uploads/sites/14/2019/08/FrequentlyAskedQuestions\\_FY2021\\_EBOForm7.pdf](https://oit.alabama.gov/wp-content/uploads/sites/14/2019/08/FrequentlyAskedQuestions_FY2021_EBOForm7.pdf) ).
  - b. Number of state staff engaged in IT related functions, but without IT classifications, e.g., "No Title at Conversion", "Retired State Employee", or other state staff doing IT work/functions.
  - c. Ancillary or Support staff providing administrative support to the IT organization such as Administrative Support Assistants (ASAs) and other related support staff.
  - d. IT related Contractors on-site or teleworking who do IT related work or functions under contract, MOU or MOA for the agency.

State of Alabama	<b>Agency IT Budget Request</b>	<b>Fiscal Year</b>
EBO Form 7 - Information Technology	<b>Total Other IT Budget - IT Costs not related to IT Projects</b> (Excluding IT Projects Submitted Separately)	<b>2021</b>
<b>Object Code</b>	<b>Object Definition</b>	<b>Requested 2021 (Whole Dollars)</b>
0100	Personnel Costs	1
0200	Employee Benefits	
0300	Travel-In-State	
0400	Travel-Out-Of-State	
0500	Repairs and Maintenance	
0600	Rentals and Leases	
0700	Utilities and Communication	
0800	Professional Services	
0900	Supplies, Materials and Operating Exp	
1000	Transportation Equipment Operations	
1100	Grants and Benefits	
1200	Capital Outlay	
1300	Transportation Equipment Purchases	
1400	Other Equipment Purchases	
1500	Debt Service	
1600	Miscellaneous	
	<b>IT Operations Total</b>	\$ -
<b>Operations IT Staffing (FTE) - (Two Decimals)</b>		
a. IT State Staff with IT Classifications (FTE)		
b. State Staff doing IT functions (FTE)		2
c. Ancillary or Support State Staff (FTE)		
d. Contract Staff		
	<b>IT Operations Staffing Total</b>	0.00

## 'Proj 01' - 'Proj 10' TABS

The spreadsheet allows 10 IT projects to be reported separately. IT projects are defined as new or ongoing major IT endeavors to (1) increase the effectiveness or efficiency of business processes by applying information technology or using IT to comply with new requirements of business functions, or (2) major investments in IT services, hardware, software or applications. IT endeavors with a total cost of \$250,000 or more must be reported as an IT project. **All agencies are required to complete and submit 'Proj 01' even if there are no IT projects.** Agencies without IT projects meeting the threshold should complete 'Proj 01' and enter "None" or "N/A" in the Project Title/Name or enter zero (0) for each object and for each type of project staff shown; 'Proj 02' - 'Proj 10' tabs should be left blank.

1. PROJECT TITLE/NAME - Identify the agency's Project title or name.
2. START DATE (MM/DD/YYYY) - Date the IT Project started if ongoing or continuing, or the planned start date if a new IT Project.
3. PROJECT DESCRIPTION - The IT Project's description or function; be as specific as possible. For example, if the IT Project is to replace 300 computers and three servers, the description could be "Acquire, configure and install 250 desktop computers, 40 laptops, 10 tablets and three database servers."
4. COMPLETION DATE (MM/DD/YYYY) - The planned completion date of the IT Project.
5. PROJECT PRIORITY - Agency priority number for the IT Project. The priority number should range from "1" through the total number of projects with "1" being the highest priority. Duplicate priority numbers are not allowed. There should be only one "1" and one "2", etc. This is the entire agency's priority.
6. TOTAL PROJECT COSTS - Total IT Project cost. Round to the nearest whole dollar.
7. EBO-11 OPS PLAN PROJ TAB - Agencies are required to submit an EBO Form 11 as part of their Operations Plan. If an existing IT Project is continuing into the budget request fiscal year, select the project tab ('Proj 01' through 'Proj 10') to show which tab was used for reporting the same IT Project on the FY2020 EBO Form 11. For instance, if a continuing IT Project was reported on the 'Proj 02' tab on the IT Operations Plan, select 'Proj 02' from the dropdown list. Use the dropdown list to select "NEW" for IT related projects which will begin during the FY2021 budget request fiscal year.
8. TOTAL COSTS TO DATE - Total amount spent or anticipated expenditures through 9/30/2020 for ongoing or continuing projects. The total project cost to date for a new project beginning in FY2021 will be zero (0).

9. BUDGETED 2020 - Optional. Show the IT Project's budgeted amounts by object for FY2020 for ongoing or continuing IT Projects or Projects starting in FY2020. Show zero (0) dollars for projects starting in FY2021.
10. REQUESTED 2021 - Show the IT Project's requested amount by object for FY2021. Round to the nearest dollar; show whole dollars only.
11. PROJECT STAFFING - Enter full-time equivalents (FTEs) of staff assigned to the Project. The FTE is on the IT Project basis. An employee working half-time on the Project for a full year during FY2021 would be considered .50 FTE. Similarly, an employee working half-time on a project that only lasts for six months during FY2021 would be considered as .50 FTE. Show IT related staff included in the Budget Request that will be assigned to work on the Project.
  - a. Number of state staff with IT classifications (see listing at [https://oit.alabama.gov/wp-content/uploads/sites/14/2019/08/FrequentlyAskedQuestions\\_FY2021\\_EBOForm7.pdf](https://oit.alabama.gov/wp-content/uploads/sites/14/2019/08/FrequentlyAskedQuestions_FY2021_EBOForm7.pdf) ).
  - b. Number of state staff engaged in IT related functions, but without IT classifications, e.g., "No Title at Conversion", "Retired State Employee", or other state staff doing IT work/functions.
  - c. Ancillary or Support staff providing administrative support to the IT organization such as ASAs and other support staff.
  - d. IT related Contractors on-site or teleworking who do IT related work or functions under contract, MOU or MOA for the agency.

State of Alabama	Agency IT Budget Request		Project 01
EBO Form 7 - Information Technology	Ongoing and Planned IT Projects (Submit each IT Project on a Separate Tab)		Fiscal Year 2021
IT Project Budget Information			
Project Title/Name:	1	Start Date: (MM/DD/YYYY)	2
Project Description:	3	Completion Date: (MM/DD/YYYY)	4
Project Priority :	5	Total Project Costs: (Whole Dollars)	6
EBO -11 Ops Plan Proj Tab:	7	Total Costs to Date: (As of 9/30/2020)	8
IT Project Budget Information			
Object Code	Object Definition	Budgeted 2020 (Whole Dollars)	Requested 2021 (Whole Dollars)
0100	Personnel Costs		
0200	Employee Benefits	9	10
0300	Travel-In-State		
0400	Travel-Out-Of-State		
0500	Repairs and Maintenance		
0600	Rentals and Leases		
0700	Utilities and Communication		
0800	Professional Services		
0900	Supplies, Materials and Operating Exp		
1000	Transportation Equipment Operations		
1100	Grants and Benefits		
1200	Capital Outlay		
1300	Transportation Equipment Purchases		
1400	Other Equipment Purchases		
1500	Debt Service		
1600	Miscellaneous		
Total Project Cost/Expenditures		\$ -	\$ -
Project Staffing (FTE) Duration of Project - (Two Decimals)			
a. IT State Staff with IT Classifications (FTE)			
b. State Staff doing IT functions (FTE)		11	
c. Ancillary or Support State Staff (FTE)			
d. Contract Staff			
Project Staffing Totals		0.00	0.00

## SPECIAL INSTRUCTIONS

1. **Agencies with more than 10 IT Projects meeting the threshold** should submit multiple spreadsheets. The first spreadsheet submitted should contain the agency total 'Other IT' Budget Request. Complete the Coversheet and as many of the project spreadsheets as needed.
2. **Agencies whose IT staff is only partially allocated to an IT Project** - If a member of the IT staff is working 25 percent of the time on an IT Project and the remaining 75 percent of time is spent maintaining existing applications or infrastructure, the agency should include .25 FTE as part of the Project staff and .75 as part of the 'Other IT' staff. The total staff shown under 'Other IT' and in the 'Proj 01' through 'Proj 10' tabs should not exceed the total anticipated IT staff. The total IT staff for all categories is automatically calculated and shown on the 'Total IT' tab.
3. **'Agency Division/Group' (Optional)** - IT budgeting is not simple or necessarily along organizational lines. The Agency Division/Group name or abbreviation is to allow agencies to distribute the EBO Form 7 to the appropriate personnel or sections for completion. Agencies may use any unique 10-character name or abbreviation for the divisions/sections completing the form. All the completed EBO Forms 7 would then be gathered for submission. All Division/Group submissions will be compiled and totaled by OIT to create the Agency view. This means each Division/Group with any IT related expenditures must complete and submit the appropriate spreadsheets, but the IT Project priority must be unique and unduplicated for the agency. Only one Division/Group can submit an IT Project with the number "1" priority. The agency must submit all spreadsheets at the same time. It is the agency's responsibility to ensure all Divisions/Groups have completed the appropriate spreadsheets and have reviewed the project priorities in order to avoid duplicate priority numbers. Valid Division/Group submissions are:
  - a. **One Blank or One Total** - Agencies may leave the Division/Group field blank or type in 'Total' to indicate there will be only one EBO Form 7 submission for the agency.
  - b. **Multiple Division/Group Codes** - Agencies may submit one or more EBO Forms 7 with each having a different Division/Group. All Divisions/Groups with any IT related budget items or IT Projects meeting the threshold must submit a separate completed EBO Form 7. All submitted Division/Group EBO Forms 7 represent the total IT related expenditures and projects for the agency.
  - c. **One "All Other" and one or more Division/Group EBO Forms 7** - Agencies also have the option of submitting individual EBO Forms 7 for specific Divisions/Groups and combining the rest of the agency using a Division/Group name of "All Other" to indicate multiple organizational units have been combined. The "All Other" combined with the specific Divisions/Groups EBO Forms 7 represent the total IT related expenditures for the agency.